

GUIDELINES FOR ON-SITE AGENCY SPONSORED FLU SHOT CLINICS

Does your agency want to sponsor an On-Site Flu Shot Clinic for employees?

If so you must follow the established guidelines listed below.

Who may provide flu shots at agency-sponsored flu shot clinics?

The flu shot provider **must** be a contracting provider with Blue Cross of Idaho. **Before any agreement is signed**, visit www.bcidaho.com and click on “Members”, then “Find a Provider” for a list of contracting providers. You may also contact Blue Cross of Idaho Customer Service toll free at 866-804-2253 or in the Boise area at 208-331-8897 for a list of contracting providers.

State of Idaho employees have three different options when it comes to their health care plans. Reimbursement will be as follows:

- **Traditional Plan** – Flu shots are covered under the Immunization Benefit at 100% of the maximum allowance.
- **PPO Plan** – Flu shots are covered under the Immunization Benefit with no Co-Payment as long as the provider is **In-Network**. If the provider is Out-of-Network, Blue Cross of Idaho pays 70% of Maximum Allowance after Deductible. This is why it is so important to make sure they are a contracting provider with Blue Cross of Idaho.
- **High Deductible Plan** – Flu shots are covered under the Immunization Benefit at 100% of the maximum allowance.

Please remind employees to bring their insurance ID cards to the clinic.

How does the flu shot provider get paid for their services?

Healthcare vendors such as **hospitals** will need to bill Blue Cross of Idaho via a roster billing form.

- The employee will have to pay the fee at the time of the clinic regardless of the plan.
- A roster billing document must be furnished by the providers. Every participant must be included on the roster and each field must be completed using the information from the insurance ID cards. Incomplete or illegible rosters disrupt the claims process and Blue Cross cannot reimburse participants whose membership cannot be verified.
- The provider must submit the paperwork to Blue Cross for processing.
- Blue Cross will reimburse the employee and deduct the flu shot fee from that employee's Wellness Benefit.

In-Network Pharmacies will need to bill Blue Cross.

- The employee will have to bring their insurance ID card to the clinic.
- The Pharmacy will collect the insurance information on the clinic participant and bill Blue Cross of Idaho through their system.

*The provider you choose **must** carry liability insurance while on-site at your agency.*

The agency is encouraged to sign an agreement or contract with the flu shot provider, outlining fees, billing, dates, times and a requirement for **proof of liability coverage**. If roster billing is to be used, the provider is responsible to bring the necessary forms. Also, be sure and mention that the provider is responsible to bring patient **consent forms**, patient information **fact sheets** and payment **receipts** for employees on the date of the clinic.

What are the alternatives to an on-site flu shot clinic?

Primary Care Provider

Employees may see their doctor at no co-pay for preventive services.

In-network Pharmacy

Blue Cross of Idaho covers flu vaccines at In-Network pharmacies. The vaccines must be **administered by a pharmacist**. You may find In-Network Pharmacies on the Blue Cross of Idaho Website located at www.bcidaho.com. Log in to your account and click the link "Pharmacy Benefits", select "My Prescriptions" then click "Find a Pharmacy".

Questions?

Please contact the Office of Group Insurance at 208-332-1860.